



AGENDA ENFIELD TOWN COUNCIL REGULAR MEETING

**Monday, April 21, 2014
7:00 p.m. – Council Chambers**

6:45 Public Hearing – Acquisition of 350 Enfield Street

- 1. PRAYER – Bill Lee**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL.**
- 4. FIRE EVACUATION ANNOUNCEMENT.**
- 5. MINUTES OF PRECEDING MEETINGS.**
 - Special Meeting – April 5, 2014
 - Special Meeting – April 7, 2014
 - Regular Meeting – April 7, 2014
 - Special Meeting – April 9, 2014
- 6. SPECIAL GUESTS.**
 - Chris Gomeau, Enfield's Early Childhood Collaborative, KITE
- 7. PUBLIC COMMUNICATIONS AND PETITIONS.**
- 8. COUNCILMEN COMMUNICATIONS AND PETITIONS.**
- 9. TOWN MANAGER REPORT AND COMMUNICATIONS.**
- 10. TOWN ATTORNEY REPORT AND COMMUNICATIONS.**
- 11. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.**
 - Enfield High School Renovation Building Committee
- 12. OLD BUSINESS.**
 - A. Appointment(s) - Town Council Appointed.**
 - 1. Ethics Commission (Alternate) –** A Vacancy Exist for a Regular Member (R). Replacement Would be Until 10/31//2014.(Tabled 12/06/2010)
 - 2. Ethics Commission (Alternate) –** A Vacancy Exist Due to the Regular Appointment of Ben Ide (U). Replacement Would be Until 10/31/2015.(Tabled 12/06/2010)

3. **Loan Review Committee (Alternate)** - The Term of Office of Brandon Messenger (U), Expires on 12/31/2010. Replacement Would be Until 12/31/2014. (Tabled 01/03/2011)
4. **Connecticut Water Company Advisory Council Enfield Representatives-** A Vacancy Exist Due to a Resignation (R). Replacement Would be Until 01/01/2016. (Tabled 04/16/2012)
5. **Connecticut River Assembly** – The Term of Office of William Garner, Regular (D) Expired on 01/12/2013. Reappointment or Replacement Would be Until 01/12/2016. (Tabled 02/04/2012)
6. **Area 25 Cable Television Advisory Committee** - The Term of Office of William St. George (I) Expired 06/30/2012. Reappointment or Replacement Would be Until 06/30/14. (Tabled 04/15/2013)
7. **Ethics Committee-** A Vacancy Exists Due to the Three Consecutive Terms of Kenneth Varriale (U). Replacement Would Be Until 10/31/2015.(Tabled 10/21/13)
8. **North Central District Health Department Board of Directors, Enfield Representative** – A Vacancy Exists Due to the Resignation of David Wawer (R), Replacement Would Be Until 06/30/2016. (Tabled 01/06/14)
9. **Prison Town Liaison Committee** – A Vacancy Exists Due to the Resignation of Roger Lavalley. Replacement Would be Until 02/28/2016. (Tabled 02/18/14)

B. Appointment(s) - Town Manager Appointed/Council Approved.

1. **Housing Code Appeals Board (Alternate)** - The Term of Office of Constance P. Harmon (R) Expired on 05/01/2001. Replacement Would be Until 05/01/2016. (Tabled 05/07/2001)
2. **Housing Code Appeals Board (Alternate)** - The Term of Office of Lawrence P. Tracey, Jr. (R), Insurance, Expired 05/01/2006. Replacement Would be Until 05/01/2016. (Tabled 05/01/2006)
3. **Building Code Appeals Board** – A Vacancy Exist for Contractor (D), Expired 11/01/2004. Replacement Would be Until 11/01/2016. (Tabled 11/25/2004)
4. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Kenneth J. Bergeron, (D) Chairman, Architect. Replacement Would be Until 11/01/2016. (Tabled 10/16/2006)
5. **Fair Rent Commission** – The Term of Office of Samuel McGill (D), Expired 06/30/2008. Replacement Would be Until 06/30/2014.
6. **Fair Rent Commission-** The Term of Office for Landlord, Expired 06/30/2010. Replacement Would be Until 06/30/2014. (Tabled 06/21/2010)
7. **Fair Rent Commission** – The Term of Office of William Fausel, (D), Tenant Expired 06/30/2011. Reappointment or Replacement Would be Until 06/30/2015. (Tabled 01/17/2012)

8. **Fair Rent Commission** – The Term of Office of Louise Halle, Tenant, Expired 06/30/2011. Reappointment or Replacement Would be Until 06/30/2015. (Tabled 01/17/2012)
9. **Fair Rent Commission** – A Vacancy Exist for a Homeowner. Replacement Would be Until 06/30/2014. (Tabled 01/17/2012)
10. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Howard Coro, (D). Replacement Would be Until 11/01/2018. (Tabled 02/04/2013)
11. **Fair Rent Commission** – The Term of Office of Robert Stefanik (D), Homeowner Expired 06/30/2013. Reappointment or Replacement Would be Until 06/30/2015. (Tabled 07/01/2013)

- C. **Discussion:** Establish Community Center Study Committee. (Develop Charge and Appoint Members) (Tabled 01/05/2009)
- D. **Discussion:** Disposition of Town-Owned Surplus Personal Property.
- E. **Discussion/Resolution:** Resolution Adopting Enfield Town Council Policy and Procedures.

13. NEW BUSINESS.

A. Consent Agenda – Action.

B. Appointment(s)–Town Council Appointed.

1. **Enfield Revitalization Committee-** The Term of Office of Joseph Cimino (U) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017.
2. **Enfield Revitalization Committee-** The Term of Office of Kelly Davis (D) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017.
3. **Enfield Revitalization Committee-** The Term of Office of Patrick Droney (R) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017.
4. **Enfield Revitalization Committee-** The Term of Office of John Foxx (R) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017.
5. **Enfield Revitalization Committee-** The Term of Office of Darrin Lamore (R) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017.
6. **Enfield Revitalization Committee-** The Term of Office of Robert LeMay (D) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017.

7. **Enfield Revitalization Committee-** The Term of Office of Pamela Leitao (D) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017.
8. **Enfield Revitalization Committee-** The Term of Office of Patrick Mccarthy (R) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017.
9. **Enfield Revitalization Committee-** The Term of Office of John Miller (R) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017.
10. **Enfield Revitalization Committee-** The Term of Office of Earl Stallings (D) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017.
11. **Housing Authority- Chairman-** A Vacancy Exist Due to a Resignation. Replacement Would be Until 11/30/2015.
12. **Zoning Board of Appeals-** A Vacancy Exists Due to the Resignation of Jake Keller (R). Replacement Would be Until 12/31/2015.

C. Appointment(s) – Town Manager Appointed/Council Approved.

14. ITEMS FOR DISCUSSION.

A. **Consent Agenda – Review.

B. Appointment(s) - Town Council Appointed.

1. **Hazardville Water Company Advisory** - The Term of Office of Scott Kaupin (R) Expired 01/01/2014. Reappointment or Replacement Would be Until 01/01/2016.
2. **Hazardville Water Company Advisory** - The Term of Office of Andrew Urbanowicz (U) Expired 01/01/2014. Reappointment or Replacement Would be Until 01/01/2016.
3. **Connecticut Water Company Advisory** - The Term of Office of Charles Johnson (R) Expired 01/01/2014. Reappointment or Replacement Would be Until 01/01/2016.
4. **Board of Assessment Appeals -Chairman--** A Vacancy Exists Due to the resignation of Rudolph Kuraska (D). Replacement Would be Until 12/31/215.

C. Appointment(s) – Town Manager Appointed/Council Approved

- D. ****Discussion/Resolution:** Request for Transfer of Funds for Recreation Salaries \$10,000.
- E. ****Discussion/Resolution:** Request for Transfer of Funds for EMS Ambulance Billing Services \$40,000.
- F. ****Discussion/Resolution:** Resolution Setting a Public Hearing for the Neighborhood Assistance Act.

- G. **Discussion/Resolution:** Resolution Adopting an Ordinance for Amending the Enfield Town Code, §86-182 Amount of Charge.

- 15. **MISCELLANEOUS.**
- 16. **PUBLIC COMMUNICATIONS/APPLIES ONLY IF PRIOR TO 11:00 p.m.**
- 17. **COUNCILMEN COMMUNICATIONS.**
- 18. **ADJOURNMENT.**

* **REMOVE FROM AGENDA**
** **MOVE TO MISCELLANEOUS**
*** **WOULD LIKE TO BE CONSIDERED FOR REAPPOINTMENT**

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING/BUDGET REVIEW SESSION
SATURDAY, APRIL 5, 2014**

A Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Saturday, April 5, 2014. The meeting was called to order at 9:15 a.m.

ROLL-CALL – Present were Councilmen Arnone, Cekala, Deni, Edgar, Hall, Kaupin, Lee, Mangini, Stokes and Szewczak. Councilman Bosco was absent. Councilman Cekala left the meeting at 2:24 p.m. Also present Town Manager Matthew Coppler, Assistant Town Manager Derrik Kennedy, Assistant Town Manager of Development Services Courtney Hendricson, Director of Finance Lynn Nenni, Director of Public Safety Christopher Bromson, Chief of Police Carl Sferrazza, Deputy Chief of Police Gary Collins, Police Captains Jeffrey Golden and Fred Hall, Director of EMS Gary Wiemokly, EMS Captain Erin Maloney, Chief Technology Officer Paul Russell, Director of Social Services Pamela Brown, Assistant Director of Social Services Joel Cox, Director of Senior Center Susan Lather, Family Resource Center Coordinator Amy Morales, Bus Transportation Director Annette Reed, Director of Adult Day Care, Paula Vaicekauskas, Executive Director of Child Development Karen Edelson, Director of Youth Services Jean Haughey, Youth Services Coordinator Christie Amsden, Town Clerk Suzanne Olechnicki.

BUDGET DISCUSSION

The Public Safety, Police and EMS, Development Services, Information Technology, Social Services, Finance, Town Manager, Town Council and Town Clerk departments and divisions were reviewed.

ADJOURNMENT

MOTION #2632A by Councilman Stokes, seconded by Councilman Szewczak to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2632A** adopted 9-0-0, and the meeting stood adjourned at 3:00 p.m.

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
MONDAY, APRIL 7, 2014**

The Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, April 7, 2014 at 5:32 p.m.

ROLL-CALL - Present were Councilmen Arnone, Bosco, Deni, Edgar, Hall, Kaupin, Lee, Mangini, Stokes and Szewczak. Councilman Cekala arrived at 5:55 p.m. Also present were Town Manager Matthew Coppler, Town Attorney Kevin Deneen, Assistant Town Manager Derrik Kennedy, Assistant Town Manager of Development Services Courtney Hendricson, Director of Human Resources Steven Bielenda, Town Clerk Suzanne Olechnicki.

MOTION #2633 by Councilman Mangini, seconded by Councilman Hall to go into Executive Session to discuss Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2633** adopted 10-0-0 and the meeting stood recessed at 5:33 p.m.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Kaupin at 5:34 p.m.

ROLL-CALL - Present were Councilmen Arnone, Bosco, Deni, Edgar, Hall, Kaupin, Lee, Mangini, Stokes and Szewczak. Councilman Cekala arrived at 5:55 p.m. Also present were Town Manager Matthew Coppler, Town Attorney Kevin Deneen, Assistant Town Manager Derrik Kennedy, Assistant Town Manager of Development Services, Director of Human Resources Steven Bielenda, Town Clerk Suzanne Olechnicki.

Chairman Kaupin recessed the Executive Session at 6:41 p.m., reconvened the Special Meeting at 6:42 p.m. and stated that during Executive Session, Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

ADJOURNMENT

MOTION #2634 by Councilman Hall, seconded by Councilman Deni to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2634** adopted 11-0-0 and the meeting stood adjourned at 6:34 p.m.

Suzanne F. Olechnicki
Town Clerk/Clerk of the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, APRIL 7, 2014**

The Regular Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, April 7, 2014. The meeting was called to order at 7:13 p.m.

PRAYER – The Prayer was given by Chairman Kaupin.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL-CALL – Present were Councilmen Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin Lee, Mangini, Stokes and Szewczak. Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Derrik Kennedy; Town Clerk, Suzanne Olechnicki; Town Attorney, Kevin Deneen; Director of Public Works, Jonathan Bilmes; Captain Jeffrey Golden, Enfield Police Department

FIRE EVACUATION ANNOUNCEMENT

Chairman Kaupin made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #2635 by Councilman Stokes, seconded by Councilman Hall to accept the minutes of the March 17, 2014 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2635** adopted 11-0-0.

MOTION #2636 by Councilman Mangini, seconded by Councilman Stokes to accept the minutes of the March 17, 2014 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2636** adopted 11-0-0.

MOTION #2637 by Councilman Stokes, seconded by Councilman Mangini to accept the minutes of the March 24, 2014 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2637** adopted 9-0-2, with Councilmen Bosco and Szewczak abstaining.

SPECIAL GUESTS

Present for this proclamation were Charles Zenzick and Eric Lee.

Chairman Kaupin read a proclamation designating April as National Donate Life Month.

Messrs, Zenzick and Lee expressed their appreciation to the Town for its support to this cause.

Chairman Kaupin stated with advancements in technology, people can be living donors, and people can also show they are donors through their drivers' license.

Councilman Stokes noted people can get more information about being a donor by going on-line, or they can email him at gstokes@enfield.org.

PUBLIC COMMUNICATIONS & PETITIONS

Jack Sheridan, 7 Buchanan Road

Stated he's been trying to find evidence about a meeting held concerning the expenditure on Henry Barnard and the school boilers.

He referred to the budget presentation at the recent Community Conversation meeting and noted there was a chart regarding the mill rate comparison. He noted if the fire tax was included the mill rate would be higher.

Robert Tkacz, 5 Enfield Terrace

Stated Chapter 2, Section 2, Part B of the Town Charter regarding the Board of Education, says, "In 1973 and biannually thereafter there should be elected nine members of the Board of Education. No more than six shall be of the same political party." He noted each side has been running only five. He stated they should be running six candidates for the Board of Education so that people have a good choice of who they want elected. He raised the question of whether that will be addressed by the Charter Commission.

Mr. Tkacz referred to the Board of Education budget and noted Councilman Hall was correct concerning the general form of budget presentation. He read as follows: "The Manager shall, at the request of the Council, require each department, office, or agency of the Town, including the Board of Education, supported wholly or by part Town funds or which a specific Town appropriation may set forth in such a form as the Manager may prescribe." He stated his understanding the Town Manager did subscribe that, but in Section 3, Part C, it says, "Itemized estimates of expenditures presented in parallel columns, the actual expenditures from each department, office, agency and activity, including the Board of Education." He pointed out they violated the format because they have ghost line items that they never spend money on, and he feels that budget is a sham. He feels the Town should level fund the Board of Education until they get their act together. He stated his belief the Board won't cut any programs, and they'll go along as usual.

Mr. Tkacz stated in 1971, there were 13,500 students, and now there are 5,191 students. He noted in 1971, there were 626 employees, and now there are 655 for a smaller number

of students. He feels someone should call for a forensic audit of the Board of Education budget.

COUNCILMEN COMMUNICATIONS & PETITIONS

MOTION #2638 by Councilman Lee, seconded by Councilman Hall to suspend the rules to address under Miscellaneous Items 14 A-1 through A-3, B-3, B-5, B-6, B-13, B-14, C-1, C-2, E, F, G, H, I and J.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2638** adopted 11-0-0.

Chairman Kaupin thanked Congressman Courtney for visiting Enfield on March 31st. He noted they had a very productive rail meeting, and they toured 33 North River Street.

He thanked Carrie and Lauren from Two Moms on a Mission and the volunteers who ran a great Easter Egg hunt on the Town Green yesterday. He noted they had hundreds of children participating in that event.

TOWN MANAGER REPORT & COMMUNICATIONS

Mr. Coppler referred to the mill rate question raised by Mr. Sheridan and noted the fire tax was not included since the Town of Enfield does not operate a fire department.

TOWN ATTORNEY REPORT & COMMUNICATIONS

Attorney Deneen stated he is attending the Charter Revision Commission meetings, and he will provide updates as the situation warrants.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Councilman Cekala stated the Enfield High School Renovation Building Committee met this past Thursday, and advertisements for bids will go out on May 1st. She noted Phase I work is scheduled to begin around Memorial Day. She stated they are on track for Phase II in mid-June. She noted groundbreaking is scheduled for Thursday, May 8th at 6:00 p.m.

Councilman Szewczak referred to builder's risk and noted Gilbane has a price, and the Committee is waiting on that. She questioned who holds the certificate for builder's risk – the owner or construction manager. Mr. Coppler noted one of the issues concerns the language that indemnifies certain individuals, and the Town's carrier has a number of concerns about that. He stated his belief there should be a resolution very soon.

Councilman Stokes stated the Policy and Procedures Committee has an item on this evening's agenda, and it's recommended that be tabled at this time.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2643** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Kenneth Edgar reappointed to the Enfield Revitalization Committee by an 11-0-0 vote.

NOMINATION #2644 by Councilman Mangini to reappoint Gerald Fitzsimons (D) to the Enfield Revitalization Committee for a term which expires 4/30/17.

MOTION #2645 by Councilman Stokes, seconded by Councilman Cekala to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2645** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Gerald Fitzsimons reappointed to the Enfield Revitalization Committee by an 11-0-0 vote.

NOMINATION #2646 by Councilman Mangini to reappoint Rebecca Olesen (D) to the Enfield Revitalization Committee for a term which expires 4/30/17.

MOTION #2647 by Councilman Stokes, seconded by Councilman Hall to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2647** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Rebecca Olesen reappointed to the Enfield Revitalization Committee by an 11-0-0 vote.

NOMINATION #2648 by Councilman Lee to reappoint Constance Provencher (R) to the Enfield Revitalization Committee for a term which expires 4/30/17.

MOTION #2649 by Councilman Stokes, seconded by Councilman Mangini to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2649** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Constance Provencher reappointed to the Enfield Revitalization Committee by an 11-0-0 vote.

MOTION #2650 by Councilman Lee, seconded by Councilman Hall to appoint Alan Drinan to the Capital Region Council of Governments Regional Planning Commission for a term which expires 12/31/14.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2650** adopted 11-0-0.

MOTION #2651 by Councilman Szewczak, seconded by Councilman Hall to reappoint Lori Longhi to the Capital Region Council of Governments Regional Planning Commission as an alternate for a term which expires 12/31/14.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2651** adopted 11-0-0.

RESOLUTION #2652 by Councilman Mangini, seconded by Councilman Hall.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

FROM:	Contingency	10800092-584000	\$35,000
TO:	Grounds Services	10300370-542400	\$35,000

CERTIFICATION: I hereby certify that the above-stated funds are available as of March 27, 2014.

/s/ A. Lynn Nenni, Director of Finance

Chairman Kaupin questioned when this will begin. Mr. Coppler stated the Town already began its own street sweeping. Mr. Bilmes stated a bid was issued, and those bids were due last Friday. He noted they did get favorable results. He noted as soon as the Council transfers the funds, they'll start preparing the paperwork tomorrow and notify the contractor. He stated his hope they'll start within a week.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2652** adopted 11-0-0.

RESOLUTION #2653 by Councilman Lee, seconded by Councilman Mangini.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO:	Youth Services Partnership for Success Grant		
	Youth Services SDE Enhancement Grant		
	Other Supplies & Materials	22046094-561900	\$8,211
	Food & Food Related	22046094-563000	\$2,000
	Technology Equipment	22046094-573400	\$3,500
	Field Trip	22046084-532400	\$1,530

FROM: Youth Services Partnership for Success Grant
Youth Services SDE Enhancement Grant

Other Professional Services	22046094-533900	\$13,215
Social Security (FICA)	22046094-522000	\$ 496
Salaries-Part-Time	22046084-512000	\$ 1,530

CERTIFICATION: I hereby certify that the above-stated funds are available as of March 26, 2014.

/s/ A. Lynn Nenni, Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2653** adopted 11-0-0.

RESOLUTION #2654 by Councilman Lee, seconded by Councilman Mangini.

BE IT RESOLVED, Pursuant to Section 2, “Term”, of the Lease by and between the Town of Enfield and the YWCA Hartford Region, the Enfield Town Council does hereby approve the renewal of the lease for one additional term.

Councilman Lee questioned whether the Strategic Capital Improvement Planning will be eventually wrapped around to consider the use of the buildings by outside agencies and will the outcomes of that report be shared with them.

Mr. Coppler stated unless there’s something associated with that program that requires additional space to be built, there shouldn’t be any impact of that program on the needs assessment.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2654** adopted 11-0-0.

RESOLUTION #2655 by Councilman Lee, seconded by Councilman Mangini.

BE IT RESOLVED, Pursuant to Section 2, “Term”, of the Lease by and between the Town of Enfield and the Educational Resources for Children, Inc., the Enfield Town Council does hereby approve the renewal of the lease for one additional term.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2655** adopted 11-0-0.

RESOLUTION #2656 by Councilman Mangini, seconded by Councilman Stokes.

WHEREAS, the Enfield Town Council wishes to acquire from Connecticut Water Company a 5.61 acre parcel of land, located at 350 Enfield Street, and identified as Lot 229 on Assessor’s Map 33 (the property); and

WHEREAS, acquisition of the property would provide an opportunity for the Town to increase open space and recreational needs; and

WHEREAS, the Council wishes to seek input from the public on the proposed acquisition;

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby schedule a Public Hearing to be held on April 21, 2013 at 6:45 p.m. in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut in order to allow interested citizens an opportunity to express their opinions regarding the proposed acquisition.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2656** adopted by an 8-3-0 vote, with Councilmen Bosco, Deni and Edgar voting against the resolution.

RESOLUTION #2657 by Councilman Hall, seconded by Councilman Mangini.

RESOLVED, that the Town Manager, Matthew W. Coppler, is authorized to enter into and amend contractual instruments, subject to review and approval by the Town Attorney, in the name and on behalf of the Town of Enfield with the Capitol Region Council of Governments (CRCOG) and KT International, Inc.

Present for this discussion was Captain Jeffrey Golden from the Enfield Police Department.

Captain Golden stated the Police Department's current computer system is about 20 years old. He noted the computer-aided dispatch program has already been implemented in the cities of Bridgeport and New Britain. He stated the records management system is being developed in Newington and Wethersfield. He noted Enfield is working with KT International for an automated scheduling software program. He stated this has been endorsed by CRCOG and the Connecticut Chiefs of Police Association for the Capitol Region. He noted for the price this is well advised. He stated this has been in discussion for almost four years, and they're starting to see some of the results.

Mr. Coppler stated about three years ago, the Town Council budgeted \$200,000 for this project. He noted at the time they were engaged with CRCOG as well as KT International to do this. He stated the actual cost of all of this is going to be close to \$200,000, therefore, they're staying within the budget laid out by Council. He noted they're working through a regional cooperative partnership to get this accomplished.

Councilman Arnone questioned whether this system will eliminate the flip card system, and Captain Golden stated his belief everything will be automated.

Councilman Arnone voiced his support of this system.

Chairman Kaupin also voiced support for this system and noted he recently saw a demonstration of this system, and he was impressed with it.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2657** adopted 11-0-0.

PUBLIC COMMUNICATIONS

There were no comments from the public.

COUNCILMEN COMMUNICATIONS

There were no Council comments.

ADJOURNMENT

MOTION #2658 by Councilman Lee, seconded by Councilman Hall to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2658** adopted 11-0-0, and the meeting stood adjourned at 8:05 p.m.

Respectfully submitted,

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

Appended to minutes of
April 7, 2014 Regular
Town Council Meeting
See Page 4

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS
RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

TO: Youth Services Tuition

Other Supplies and Materials	22040450 561900	\$ 300
Food	22040450 563000	\$ 200

FROM: Youth Services Misc. Contributions/Donation Account

Donation	22044450 417050	\$ 500
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CERTIFICATION: I hereby certify that the above-stated funds are available as of March 26, 2014.

A. Lynn Nenni, Director of Finance

APPROVED BY: _____ Town Manager Date: _____

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS
RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

TO: Youth Services

Other Supplies and Materials	22040450561900	\$2,000
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FROM: Youth Services

Other Professional Services	22040450 533900	\$2,000
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CERTIFICATION: I hereby certify that the above-stated funds are available as of March 21, 2014.

A. Lynn Nenni, Director of Finance

APPROVED BY _____ Town Manager Date: _____

Appended to minutes of
April 7, 2014 Regular
Town Council Meeting
See Page 4

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS
RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

TO: 4400 Senior Center

Other Professional Services	22040440-533900	\$7,000.00
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FROM: 4400 Senior Center

Postage	22040440-553500	\$7,000.00
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CERTIFICATION: I hereby certify that the above-stated funds are available as of March 26, 2014.

A. Lynn Nenni, Director of Finance

APPROVED BY: _____ Town Manager Date: _____

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING/BUDGET REVIEW SESSION
WEDNESDAY, APRIL 09, 2014**

A Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Wednesday, April 09, 2014. The meeting was called to order at 6:32 p.m.

ROLL-CALL – Present were Councilmen Arnone, Bosco, Cekala, Deni, Kaupin, Lee, Mangini, Stokes and Szewczak. Councilman Hall arrived at 6:45 p.m. Councilman Edgar was absent. Councilman Mangini left the meeting at 8:15 p.m. Also present Town Manager Matthew Coppler, Director of Finance Lynn Nenni, Assistant Town Manager of Development Services Courtney Hendricson, Assistant Town Manager Derrik Kennedy, Library Director Henry Dutcher Director of Public Works Jonathan Bilmes, Deputy Director of Public Works Billy Taylor, Assistant Director/Business Operations Manager of Public Works Clayton Northgraves, Assistant Director of Public Works David Tuttle, Fleet Manager Richard Davenport, Superintendent of Water Pollution Control Kevin Shlatz, Supervisor of Building and Grounds and Custodial Services Mark Gahr, Assistant Town Engineer John Cabibbo, Roads Engineer Donald Nunes, Town Clerk Suzanne Olechnicki.

BUDGET DISCUSSION

The Library and Public Works, departments and divisions were reviewed.

ADJOURNMENT

MOTION #2659 by Councilman Szewczak, seconded by Councilman Stokes to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2659** adopted 9-0-0, and the meeting stood adjourned at 8:38 p.m.

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

McCarthy, Debra

From: Chris Gomeau <enfieldkite@gmail.com>
Sent: Tuesday, April 15, 2014 1:32 PM
To: McCarthy, Debra
Subject: KITE
Attachments: KITE WCGMF Assurances Page.doc

Hi Deb,

Again, my apologies for the game of phone tag that we have been playing. So nice to finally speak with you.

After our conversation I wanted to check in with other members of the KITE Leadership Work Group and was able to speak with Pam Brown. I verified that the William Caspar Graustein Memorial Fund requires that the Mayor and School Superintendent sign the grant application. I am attaching the Application Assurances page of the grant application. Please let me know if you need anything more.

In the past, prior to the submission of the grant, KITE has given an update of the collaborative's work and has sought support of the Town Council in applying for the next fiscal year's funding. As the grant application is due by Friday, April 25th, we are hoping to be on the Town Council April 21st Meeting Agenda. (I believe that in the past we have been listed in the "special guest" section of the agenda).

Thanks so much for your help!
Chris

Chris Gomeau
Coordinator ~ Enfield's Early Childhood Collaborative ~ KITE
1010 Enfield Street
Enfield, CT 06082
860-253-6502
www.enfieldkite.org

ATTACHMENT 1: 2014 – 2015 APPLICATION ASSURANCES

On behalf of the community of Enfield, we the undersigned submit this grant application to the William Caspar Graustein Memorial Fund and the funding partners. We attest to the appropriateness and accuracy of the information contained herein, and certify that this application, if funded, will comply with all requirements. Any funds received from the funding partners will be used solely to support the purpose, goals and objectives as stated herein. The attached Discovery application is the result of a collaborative and inclusive community planning process. We agree to participate in the evaluation, documentation and specified technical assistance provided through this grant opportunity.

Chief Elected Official Name: Scott Kaupin, Mayor Signature Date Telephone E-mail	Superintendent of Schools Name: Dr. Jeffrey Schumann Signature Date Telephone E-mail
Health Partner Name: Dr. Gerald Calnen Signature Date Telephone E-mail	Parent Leader Name: Jennifer Moncuse Signature Date Telephone: 860-324-8095 E-mail: jmoncuse@yahoo.com
Early Childhood Collaborative Chair Name: Karen Weseliza Signature Date Telephone E-mail	
<i>Complete only if a single entity has not yet been established</i>	
Discovery Collaborative Chair Name Signature Date Telephone E-mail	School Readiness Council Chair Name Signature Date Telephone E-mail

**ENFIELD TOWN COUNCIL
RESOLUTION NO. _____**

**Resolution Regarding Adopting the Policy and
Procedure for Enfield Town Council Meetings**

Be It Resolved, that the Enfield Town Council does hereby adopt the POLICY AND
PROCEDURE FOR ENFIELD TOWN COUNCIL MEETINGS, dated April 1, 2014.

Date Prepared: April 1, 2014
Prepared by: Town Manager's Office

POLICY AND PROCEDURE
FOR
ENFIELD TOWN COUNCIL
MEETINGS

January 17, 2012

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1. Regular Meetings:

The Council shall meet in the regular session on the first and third Mondays of each month, excepting the month of November, at 7:00 p.m. at the Town Hall Council Chambers, or at any other place as the Council may designate at its preceding meeting. In the month of November the Council shall meet on the Monday immediately following Election Day and the third Monday of the month. When Monday is a holiday, the regular meeting shall be held on the following day at the same hour unless otherwise provided for by motion. The day, time, and place of the meeting may be changed by a majority vote.

2. Order of Business - Regular Meetings:

The business of all regular meetings of the Council shall be transacted in the following order, unless the Council, by majority vote, (Town Charter, Chapter III, Section 4, Page 4) shall suspend the rules and change the order. Executive Session shall be scheduled or added to the agenda as needed.

1. Prayer*
2. Pledge of Allegiance
3. Roll Call*
4. Fire Evacuation Announcement
5. Minutes of Preceding Meetings
6. Special Guests
7. Public Communications & Petitions
8. Councilmen Communications & Petitions
9. Town Manager Report & Communications
10. Town Attorney Report & Communications
11. Report of Special Committees of the Council
12. Old Business
13. New Business
- 13a. Consent Agenda - Action (See Section 3. Agenda, Paragraph 2)
14. Items for Discussion
- 14a. Consent Agenda - Review (See Section 3. Agenda, Paragraph 2)
15. Miscellaneous
16. Public Communications**
17. Councilmen Communications
18. Adjournment

*(a) The Order of Roll Call, and voting on all voice votes, for all Regular Meetings shall begin with a different Council member at every meeting. The order shall be alphabetical, and if a Council member is absent, the order for that meeting will begin with the next person in alphabetical order. The Council member whose name begins the roll call for a Regular Meeting will also be the Council member who is responsible for the prayer, and voting order shall not apply to special Meetings of the Town Council.

** (b) After the general election the order for Roll call and voting will begin with the beginning of the alphabet.

*** (c) Applies only if prior to 11:00 p.m.

3. Agenda:

All reports, communications, ordinances, or other matters to be submitted to the Council shall, at least six days prior to each Council meeting, be delivered to the Town Manager, whereupon the Town Manager shall arrange a list of such matters according to the order of business, and furnish each member of the Council with a copy of the same at least three days prior to the Council Meeting. Simultaneously, a copy of the agenda will be posted on the first floor bulletin board of the Town Hall.

A Consent Agenda will be added to all Regular Meetings, which will be a separate listing of items for passage that are routine in nature and have

already been discussed by the council majority and minority leaders and require no further discussion or debate. These items will be on a separate list at Items for Discussion, Item 13a. - Consent Agenda - Review. The Consent Agenda at Items for Discussion will move to New Business, Item 12a. Consent Agenda - Action at the next Regular Meeting for adoption. Any member of the Town Council may cause any item listed under the Consent Agenda at either the Items for Discussion or New Business sections to be removed and considered as other new business by request.

Council will permit town staff, with the consent of the Town Manager, to deliver reports and provide information regarding items on the meeting agenda during the Town Manager Report and Communications section of the agenda.

4. **Special Meetings:**

Special Meetings may be called by the Mayor, the Town Manager, or requested by any two (2) members of the Council if, in the opinion of those members of the Council, the subject matter demands immediate attention and cannot be deferred to the next regular meeting. The notice shall be served personally upon each member of the Council, Town Clerk, and Town Attorney, or left at their respective places of residence at least twenty-four hours before a Special Meeting. At a Special Meeting, only matters included in the notice may be voted upon and enacted by the Council. The business of all Special Meetings shall be transacted in the following order unless the Council, by a majority vote (Town Charter, Chapter III, Section 4, Page 4) shall suspend the rules and change the order:

1. Roll Call
2. Agenda Items
3. Executive Session
4. Adjournment

The Town Council will hold quarterly public informational meetings, with the location alternating between the four Council Districts each quarter.

5. **Executive Sessions:**

An Executive Session is a meeting of the Council at which the public is excluded for one or more of the following purposes: (1) discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a town officer or employee, provided that such individual may require that discussion be held at an open meeting; (2) strategy and negotiations with respect to pending claims and litigation; (3) matters concerning security, strategy or the deployment of security personnel, or devices effecting public security; (4) discussion of the selection of a site or the lease, sale, or purchase of real estate by the Town Council when publicity regarding such matters would cause a likelihood of increased price until such time as all the property has been acquired and all proceedings or transactions concerning same have been terminated or abandoned; and (5) discussion of any matter which would result in the disclosure of public records or the information contained therein described in sub-section (e) of Section 1-18a of the Connecticut General Statutes.

The Council may hold an Executive Session upon the following schedule:

<u>PRESENT</u>	<u>VOTES REQUIRED</u>
11	8
10	7
9	6
8	6
7	6
6	6

At an Executive Session, attendance shall be limited to members of the Council and persons invited by the Council to present testimony or opinion limited to the period for which their presence is necessary to present such testimony or opinion and, provided further, that the minutes of such Executive Session shall disclose all persons who are in attendance and the matters considered.

COUNCIL PROCEDURE

6. Privilege of the Floor:

- (a) Except when a member of the Council has or desires the floor, the Town Manager shall have the privilege of the floor for the purpose of giving information to the Council on business and affairs of the Town (Town Charter, Chapter IV, Section 3, Page 8) and the Town Attorney shall likewise have the privilege of the floor on the introduction or interpretation of any existing or proposed ordinance or resolution or on any questions of legal procedure.
- (b) Except at a Public Hearing, or as otherwise provided in these rules, no person other than a member of the Council shall address the Council except by the majority vote of the Council.
- (c) Public Communications and Petitions shall be limited to one (1) hour unless extended by a majority vote of the Council. This limit applies to both Public Communications sessions of the agenda.

7. Motions:

- (a) When a motion is under debate, no further motion shall be received except (1) to adjourn; (2) to recess; (3) to table; (4) for the previous question; (5) to limit or extend debate; (6) to postpone to time certain; (7) to refer to committee; (8) to amend; (9) to postpone indefinitely; which motions shall have precedence in the order indicated.
- (b) A two-thirds vote shall mean two-thirds of the total membership of the Council.
- (c) The Chairman shall have the right to make a motion, may declare any motion duly seconded, except motions made by the chair, and may speak from the chair upon any debatable pending question.

8. Robert's Rules of Order:

Robert's Rules of Order shall be the authority in all matters of parliamentary procedure not otherwise specified in these rules.

9. Committees:

- (a) Standing Committee: The only Standing Committee of the Council shall be the Committee of the Whole. The Mayor shall be the Presiding Officer of the Committee of the Whole, and the rules of proceedings in the Council shall be observed in the Committee of the Whole as far as the same may be applicable.
- (b) Committee of the Whole Meetings: When the Council shall meet as the Committee of the Whole, it shall not be required to meet immediately during the session of the Council, but may defer its meeting and fix such time and place as the Committee may determine, and may adjourn its meeting from time to time, and may make its report at any subsequent session of the Council.
- (c) Special Committees for a particular purpose may be appointed by the Presiding Officer subject to confirmation of the Council.

-3-
OFFICERS AND EMPLOYEES

10. Presiding Officer:

- (a) The Chairman shall be designated as Mayor and shall represent the Town as titular head of the government at meetings of such officials representing other municipalities, ceremonies, public gatherings, and upon such occasions as his/her presence in such capacity may be required. (Town Charter, Chapter III, Section 2, Page 4) The Mayor or the Deputy Mayor shall take the chair at the hour appointed for the Council to meet, and the roll shall then be called by the Mayor or Deputy Mayor or Clerk, who shall enter in the minutes of the meeting the names of the members present.
- (b) Deputy Mayor: The Council shall choose one of its members as Deputy Mayor, who shall serve as Mayor during the absence or disability of the Mayor and in case of vacancy in the office of the Mayor, pending the selection of a successor.
- (c) Acting Chairman: In case of the absence of the Mayor and Deputy Mayor, the Clerk shall call the Council to order and call the roll of the members. The Council shall then proceed to elect, by a majority vote of the Council, a Chairman of the meeting to act until the Mayor or Deputy Mayor appears.

11. Council Privileges:

The presiding officer may move, second, and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a Councilman by reason of his/her acting as the presiding officer. (Town Charter, Chapter III, Section 2, Page 4)

12. Decorum and Order:

The presiding officer shall preserve decorum and decide all questions of order, subject to appeal to Council.

- (a) During Council meetings, Council members shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the orders of the Presiding Officer or the rules of the Council. Every Councilman desiring to speak shall address the Chair and, upon recognition by the Presiding Officer, shall be confined to the question under debate and shall avoid all personalities and improper language. Every Councilman desiring to question the administrative staff shall address the question to the Manager, through the Chair, who shall be entitled either to answer the inquiries himself/herself or to designate some member of the staff for that purpose. A Councilman once recognized, shall not be interrupted while speaking unless called to order by the Presiding Officer, unless a point of order is raised by another member or unless the speaker yields to questions from another member.
- (b) All members of the Council shall accord the utmost courtesy to each member, to the Town employees, and to the public members appearing before the Council, and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.
- (c) Members of the administrative staff and employees of the Town shall observe the same rules of procedure and decorum applicable to members of the Town Council. While the Presiding Officer shall have the authority to preserve decorum in meetings, as far as staff

members and Town employees are concerned, the Town Manager also shall be responsible for the orderly conduct and decorum of all Town Employees under his/her direction and control.

- (d) Public members attending Council meetings also shall observe the same rules of propriety, decorum, and good conduct applicable to members of the Council. Any public member desiring to address the Council shall be recognized by the Chair, shall state his/her name and address in audible tone for the record, and shall limit his/her remarks to five (5) minutes. After each person, who desires, has had one chance to speak, those desiring to speak a second time will be permitted to do so, and shall limit his/her remarks to three (3) minutes. All remarks and questions shall be addressed to the Council as a whole and not to any individual member thereof. All remarks and questions addressed to the administration of the Town shall be addressed to the Town Manager and not to any individual Town employees. No person shall enter into any discussion either directly or through a member of the Council without permission of the Presiding Officer.
- (e) Special Guests of the Council meetings also shall observe the same rules of propriety, decorum, and good conduct applicable to members of the Council. Special Guests shall limit their presentation to no more than fifteen (15) minutes.

13. **Town Manager:**

The Town Manager shall attend all meetings of the Council, including all executive sessions, unless excused by the Chair. The Town Manager shall perform his/her duties in accordance with the Charter (Town Charter, Chapter IV, Section 3, Page 8). The Town Manager may present recommendations to the Council and may take part in discussions on all matters concerning the welfare of the Town. The Town Manager shall have a seat, but no vote, in the meetings of the governing body.

14. **Town Attorney:**

The Town Attorney or his designee shall attend all meetings of the Council, including all executive sessions, unless excused by the Chair. The Town Attorney may make recommendations to the Council and shall take part in discussions on all matters concerning their legality. (Town Charter, Chapter V, Section 1, Page 8).

15. **Town Clerk:**

The Town Clerk shall be clerk of the council and shall keep minutes of the meetings, and perform such other and further duties in the meetings as may be ordered by the Mayor, Council, or Town Manager.

Not later than three (3) days prior to the next regular meeting, the Clerk shall furnish each Councilman, the Town Manager and Town Attorney, with a copy of the minutes of the preceding meeting. (Town Charter, Chapter III, Section 3, Page 4, and Town Charter, Chapter V, Section 6, Page 11.)

16. **Appointments by Council or Mayor:**

All appointments made by the Council shall be by the affirmative vote of not less than six (6) members of the Council, as specified in the Town Charter. Whenever the Mayor or any member of the Council shall, at any meeting, submit an appointment exclusive of appointments provided for in the Charter, to be made with the advice and consent of the Council, consideration of such appointment shall be deferred until the next meeting.

ORDINANCES AND RESOLUTIONS

17. **Preparation and Introduction:**

The Town Attorney shall, on request of the Town Manager, Council or any member thereof, prepare any ordinance or resolution. All ordinances and resolutions shall be introduced to the Council in printed or written form.

In the absence of the consent of any member of the Council to introduce an ordinance or resolution upon the request of the Town Manager, the Town Clerk shall cause the ordinance to be introduced with the designation "By Request." Any member of the Council may instruct the Town Clerk to endorse said designation "By Request" on any ordinance or resolution which is being introduced to the Council in his name.

18. **Review:**

- (a) Before any ordinance shall be acted upon, it shall be reviewed by and such corrections as may be necessary made therein by the Town Attorney to insure accuracy, clarity, conciseness, and consistency of text and phraseology, as well as its constitutionality and consistency with existing ordinances or statutes, and the copy of the ordinance upon which final action is based shall bear the Town Attorney's endorsement that such review has been made. (Town Charter, Chapter V, Section 1, Page 9.)
- (b) Any ordinance, except those containing an emergency clause, relating to the duties, powers and functions of any administrative department or office, or effecting, in any substantial manner, the administration of the Town Government shall, on first reading, be referred by the Presiding Officer to the Town Manager, for his/her report and recommendations, unless such ordinance shall have been previously approved by the Town Manager. Further action of such ordinance shall be deferred until the next meeting of the Council. (Town Charter, Chapter III, Section 6, Page 5.)
- (c) A mandatory review period of ten (10) calendar days exists for all labor contracts presented to the Town Council for ratification. The review period begins once the proposed labor contract has been filed with the Town Clerk. At the recommendation of the Town Manager and an affirmative vote of not less than eight (8) members, the Town Council may waive the requirement of a mandatory review period.

19. **Written Form:**

All ordinances and resolutions except those relating to appointment or designation of officers of the Council or its internal procedure shall be introduced in written form.

20. **Time:**

No ordinances, other than an emergency ordinance, requiring action by the Council shall be considered unless such has been filed with the Town Manager on or before 5:00 p.m. of the seventh day before the meeting at which the matter is to be introduced; provided, however, that this rule shall not prevent any member of the Council from introducing at any meeting a matter of new business which does not call for action by the Council at that meeting.

21. **Copies:**

It shall be the duty of the Town Manager, immediately upon the introduction of any ordinance, to prepare copies of such proposed

ordinance, one copy of which shall be retained in the Office of the Town Clerk for public inspection, and one copy posted on the Town Bulletin Board. The Town Manager shall also promptly furnish each member of the Council, the Town Clerk and the Town Attorney with a copy of such ordinances.

22. **Filing:**

The copy of the proposed ordinance retained in the Town Clerk's office shall have endorsed thereon the name or names of the member or committee introducing such document, or have attached thereto the elector's petition as required under the Town Charter, Chapter II, Section 7, Page 6, and at the end thereof, under the caption "Statement of Purpose," shall contain a brief statement of its purpose, which statement shall not be a part of the ordinance. Where such document is introduced by electors' petition, such copy shall be further endorsed by the Town Clerk certifying that the requirements of the Town Charter, Chapter III, Section 7, Page 6, have been satisfied. The Statement of Purpose and such endorsements shall be included on all copies of the document to be prepared by the Town Manager prior to the final action taken on such document. (Town Charter, Chapter III, Sections 6 and 7, Page 5 and Page 6.)

23. **Public Hearing:**

At least one (1) public hearing, prior notice of which shall be given, not more than fifteen (15) days nor less than five (5) days, by publication, in a newspaper having a circulation in said town, Town website and by posting a notice and the full text of the ordinance in public places, including, but not limited to, Town Hall and the Central Library, shall be held by the Council before any ordinance shall be passed. (Town Charter, Chapter III, Section 6, Page 5.)

24. **Passage:**

- (a) Any ordinance which shall have had its public hearing shall be taken up by the Council at its next session, shall be read, and thereupon, shall be open for debate and amendment. On the close of debate, the Presiding Officer shall entertain a motion to place such ordinance on final passage. Any member, at any time when there is no motion before the Council, may move to put the proposed ordinance on final passage. The motion for final passage shall not be debatable and shall take precedence over all other motions except one for adjournment. Upon being seconded, the Presiding Officer shall immediately put the motion to the Council. If such motion is adopted, no further debate or amendment shall be allowed, and the Mayor shall immediately call the roll for its final passage. If such motion is not adopted, the ordinance shall still be open for debate and amendment until such time as a motion for final passage is adopted.
- (b) Every ordinance, after passage, shall be given a serial number and be recorded by the Town Clerk in a book to be kept for that purpose which shall be properly indexed. Within ten (10) days after final passage, all ordinances shall be published once in their entirety in a newspaper having circulation within the Town. Every ordinance, unless it shall specify a later date, shall become effective on the fifteenth (15) day following its final passage. (Town Charter, Chapter III, Section 6, Page 5.)
- (c) Any resolution may be passed at the meeting at which it is introduced.

25. Emergency Ordinance:

An emergency ordinance shall be only for the immediate preservation of the public peace, health and safety, shall contain an explicit statement of the nature of the emergency, and shall be adopted by not less than six (6) affirmative votes in the Council. An ordinance stated to be a public emergency measure and stating the facts constituting such public emergency shall become effective immediately after such publication and no public hearing or notice of public hearing shall be required for any public emergency measure. (Town Charter, Chapter III, Section 6, Page 5.)

26. Amendments:

Any amendment to these rules shall be submitted in writing at any meeting of the Town Council and may be adopted by the affirmative vote of not less than six (6) members at a subsequent meeting of the Council. No amendment may be made to these rules which will conflict with the provisions of the Town Charter.

LIST OF COUNCIL MEETINGS:
ADOPTION AND AMENDMENT OF POLICY AND PROCEDURE

<u>Date of Meeting</u>	<u>Adopted/Amended</u>	<u>Motion(s) /Resolution</u>
September 27, 1965	Adopted	Motion N
October 9, 1967	Amended	Motion 216
March 10, 1969	Amended	Motions 571 & 572
January 12, 1970	Amended	Motions 763, 764, 765 & 766
January 12, 1970	Adopted	Motion 768
December 13, 1971	Adopted	Motion 1355
December 10, 1973	Adopted	Motion 1899
December 8, 1975	Adopted	Motion 2575
May 17, 1976	Amended	Motion 2745
November 14, 1977	Adopted	Resolution 3175
November 13, 1979	Adopted	Resolution 3922
November 9, 1981	Adopted	Resolution 4691
February 1, 1982	Amended	Resolution 4832
November 15, 1982	Amended	Resolution 5104
November 14, 1983	Adopted	Resolution 5509
March 19, 1984	Amended	Resolution 5652
April 16, 1984	Amended	Resolution 5692
June 17, 1985	Amended	Resolution 6254
November 12, 1985	Adopted	Resolution 6450
March 17, 1986	Amended	Resolution 6685
November 9, 1987	Adopted	Resolution 7619
November 13, 1989	Adopted	Resolution 8824
February 5, 1990	Amended	Resolution 9094A
November 18, 1991	Adopted	Resolution 0238
November 8, 1993	Adopted	Resolution 1257
November 13, 1995	Adopted	Resolution 2244
November 10, 1997	Adopted	Resolution 3234
August 7, 2000	Amended	Resolution 4776
November 15, 2001	Amended	Resolution 5535
November 15, 2001	Adopted	Resolution 5536
December 1, 2003	Amended	Resolution 6849
September 20, 2004	Amended	Resolution 7396
April 3, 2006	Amended	Resolution 8730
January 7, 2008	Amended	Resolution 9613
March 3, 2008	Amended	Resolution 9712
December 21, 2009	Amended	Resolution 705
January 17, 2012	Amended	Resolution 1657



TOWN OF ENFIELD

April 8, 2014

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Recreation Salaries for \$10,000

Councilors:

Highlights:

- Full time secretary transferred to Public Works
- Need replacement secretary until permanent secretary is hired
- Using Kelly Services to provide temporary secretary

The Recreation full time secretary transferred to Public Works in August 2013. Recreation has proposed new staffing in their budget for fiscal year 2014-2015. Until the budget is approved Recreation needs a temporary secretary to help in the office during the busy summer season: April – August 2014.

Budget Impact:

- Full time secretary salary and benefits have not been used from September 2013 to April 2014.
- Temporary secretary salary of \$10,000 will be transferred from the full time salary account to the Other Professional Services account to cover the salary until the end of the fiscal year.

Recommendation:

Recreation recommends that the Council approve the attached resolution for the transfer of salaries for the temporary secretary.

Respectfully Submitted,

Mary M. Keller
Recreation Supervisor

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

TO: Recreation Administration

Other Professional Services	26136001 – 533900	\$ 10,000
-----------------------------	-------------------	-----------

FROM: Recreation Administration

Salaries	26136001 – 511000	\$ 10,000
----------	-------------------	-----------

CERTIFICATION: I hereby certify that the above-stated funds are available as of April 8, 2014.


A. Lynn Nenni, Director of Finance

APPROVED BY: _____


Town Manager

Date: 04/12/2014



TOWN OF ENFIELD

Date: April 14, 2014

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Ambulance Billing

Councilors:

Highlights:

- Transfer of \$40,000 to meet fiscal need through the rest of the current FY
- Approximately \$17,000 spent to cover 2013 billing agent fees
- Funds spent to pay for random drug testing and Occupational Medicine fees

Costs exceeded appropriated budget due to payments that were made to the previous billing agent's work on collections that carried over to FY 2014 from FY 2013. Also Payments for random drug testing and new hire medical exams were taken from the wrong account. Going forward for FY 2015 an account specifically for Billing Services and one for Health Services have been established.

There remains four (4) months of expected payments to the billing agent. Current payment of \$7,371.08 is now due for March. This transfer should cover the remaining anticipated invoices.

Budget Impact:

None

Recommendation:

It is recommended that the Town Council approve the attached resolution to meet our anticipated obligation.

Respectfully Submitted,

Gary Wiemokly
EMS Chief

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

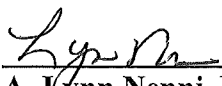
RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

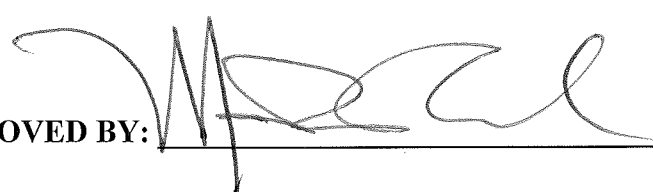
TO: Other Professional Services 25222000 – 533900 \$ 40,000

FROM: Other Supplies/Materials 25222000 - 561900 \$ 40,000

CERTIFICATION: I hereby certify that the above-stated funds are available as of April 14, 2014.

 4/16/2014

A. Lynn Nenni, Director of Finance

APPROVED BY:  _____ **Town Manager**

Date: 04/17/2014



TOWN OF ENFIELD

April 22, 2013

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Setting a Public Hearing for the 2014 Neighborhood Assistance Act

Background:

The Neighborhood Assistance Act (NAA) is a State program which allows non-profit organizations and government agencies to solicit private sector enterprises for donations to support specific community service projects. In return those businesses can claim a State business tax credit. In order for a specific community service project to be eligible for the State business tax credit, an application must first be submitted from the sponsoring organization to the Enfield Town Council for approval. Council-sanctioned applications are subsequently forwarded to the State Department of Revenue Services for final approval.

Over forty agencies received information about the Neighborhood Assistance Act program. As of this date, no applications have been received. However; in anticipation of applications being received, we are requesting that Council schedule the public hearing.

Budget Impact:

There is no budget impact on the Town of Enfield.

Recommendation:

That the Town Council approve the following resolution.

Respectfully Submitted,

Derrick Kennedy
Assistant Town Manager

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution Setting a Public Hearing for the 2014 Neighborhood Assistance Act

RESOLVED, that the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, May 19, 2014 at 6:45 p.m. to allow interested citizens an opportunity to express their opinion regarding the 2014 Neighborhood Assistance Act proposals.

Date Prepared: April 15, 2014
Prepared By: Town Manager's Office

**ENFIELD TOWN COUNCIL
RESOLUTION NO. _____**

**Resolution Adopting an Ordinance for Amending the Enfield Town Code,
§86-182 Amount of Charge**

WHEREAS, WHEREAS, the Enfield Town Council wishes to amend §86-182, Amount of Charge to update necessary language and provide for charging an appropriate fee for new connections to the Town of Enfield sewer collection and treatment system; and

WHEREAS, a Public Hearing was held on April 7, 2014 for Enfield residents to comment on the proposed amendments to the Ordinance; and

NOW, THEREFORE, BE IT RESOLVED that the Enfield Town Council does hereby adopt the amended Ordinance for §86-182, Amount of Charge, attached as "Attachment A".

Date Prepared: April 16, 2014
Prepared by: Town Manager's Office

BE IT ORDAINED by the Town Council of Enfield, Connecticut that the following Ordinance be amended as follows:

Sec. 86-182. Amount of charge.

(a) The amount of the connection charge shall be in accordance with current Sewer Service Fee Schedule ~~determined as follows:~~ .

(b) Houses, commercial and industrial buildings built prior to January 1, 2014 but are not connected to the Town Sanitary System as of January 1, 2014 the following assessments will apply:

(1) Residential property:

- a. On residential property serviced by sanitary sewers installed by the town after 1965, \$13.50 per front foot, subject to adjustments for irregular, corner and rear lots and other allowances reflected in the rules of assessment adopted as part of Resolution No. 545, approved February 13, 1969.
- b. On residential property serviced by sanitary sewers installed by a developer after 1965, \$3.50 per front foot, subject to adjustments for irregular, corner and rear lots and other allowances reflected in the rules of assessment adopted as part of Resolution No. 545, approved February 13, 1969.
- c. In addition to the foregoing charge, \$350.00 per unit for apartment or condominium complexes.

(2) Commercial property:

- a. On commercial property serviced by sanitary sewers installed by the town after 1965, the greater of \$500.00 per acre or \$13.50 per front foot, subject to adjustments for irregular, corner and rear lots and other allowances reflected in the rules of assessment adopted as part of Resolution No. 545, approved February 13, 1969.
- b. On commercial property serviced by sanitary sewers installed by a developer after 1965, the greater of \$500.00 per acre or \$3.50 per front foot, subject to adjustments for irregular, corner and rear lots and other allowances reflected in the rules of assessment adopted as part of Resolution No. 545, approved February 13, 1969.
- c. In addition to the foregoing charge, \$200.00 per unit for hotels or motels.

(3) Industrial property:

- a. On industrial property serviced by sanitary sewers installed by the town after 1965, the greater of \$700.00 per acre or \$13.50 per front foot, subject to adjustments for irregular, corner and rear lots and other allowances reflected in the rules of assessment adopted as part of Resolution No. 545, approved February 13, 1969.
- b. On industrial property serviced by sanitary sewers installed by a developer after 1965, the greater of \$700.00 per acre or \$3.50 per front foot, subject to adjustments for irregular, corner and rear lots and other allowances reflected in the rules of assessment adopted as part of Resolution No. 545, approved February 13, 1969.

Additions

Deletions

Town of Enfield**Application for Vacancy on Boards, Agencies & Commissions**

Date: 04/03/2014
Name: Scott Kaupin
Address: 9 Allen Street, Enfield, CT 06082
Telephone No. (Home): 860-749-1820 (Work): 860-253-4684
Occupation: Logistics Manager E-Mail: Scottkaupin@cox.net
Registered Voter: ☒ Yes ☐ No Party Affiliation: Republican

Board, Commission or Agency Interested in: Hazardville Water Advisory Committee

☐ New Appointment ☒ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:
Hazardville Water Company customer and a member of the advisory committee for ten plus years. We meet on an as needed basis and keep in touch with HWAC management when necessary.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☒ Yes ☐ No

If so, please state name of Board, Commission or Agency and time server:
Currently serve on the Enfield Town Council since 1993.

If this is a reappointment, please list the number of meetings attended during the last 12 months: 0

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☐ Yes ☒ No

leadership 4/1/14.

Town of Enfield**Application for Vacancy on Boards, Agencies & Commissions**

Date: 04/02/2014
Name: Andrew Urbanowicz
Address: 25 South Road
Telephone No. (Home): 8607631842 (Work): 8607497473
Occupation: Attorney E-Mail: atty.urbanowicz@att.net
Registered Voter: ☒ Yes ☐ No Party Affiliation: Unaffiliated

Board, Commission or Agency Interested in: Hazardville Water Advisory Committee

☐ New Appointment ☒ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:
Through my experience in legal practice.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☒ Yes ☐ No

If so, please state name of Board, Commission or Agency and time served:
ZBA 5 years

If this is a reappointment, please list the number of meetings attended during the last 12 months: n/a

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☐ Yes ☒ No

leadership 4/16

Town of Enfield**Application for Vacancy on Boards, Agencies & Commissions**

Date: 04/09/2014
Name: Charles Johnson
Address: 19 Orbit Drive
Telephone No. (Home): 860 745 1118 (Work):
Occupation: Engineer (retired) E-Mail: chuck.johnson@thanatos.com
Registered Voter: ☒ Yes ☐ No Party Affiliation: Republican

Board, Commission or Agency Interested in: Connecticut Water Company Advisory Council

☐ New Appointment ☒ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:
I have been on this committee for several years (approximately 10) and would like to continue

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☐ Yes ☐ No

If so, please state name of Board, Commission or Agency and time served:
Enfield Revitalization 2003-2004 Enfield Board of Education 2005 - 2013

If this is a reappointment, please list the number of meetings attended during the last 12 months:

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☒ Yes ☐ No

Leadership 4/16

RECEIVED
ENFIELD TOWN CLERK

2014 APR 11 AM 10:06

April 10, 2014

Suzanne F. Olechnicki, Town Clerk
Town of Enfield
820 Enfield Street
Enfield, Connecticut 06082

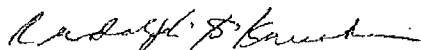
Dear Ms. Olechnicki:

It is with great regret that I resign from my obligation as a member
of the Board of Assessment Appeals.

A board that I served very well with integrity for Twenty-five plus
years.

As Chairman I had the opportunity to over see that the Town and
Community needs were faithfully met.

Very truly yours,



Rudolph S. Kuraska, JD

cc: Della Froment, Supervisor of Assessment & Revenue Collection

12/11/14 (2)

Town of Enfield**Application for Vacancy on Boards, Agencies & Commissions**

Date: 03/06/2014
Name: Matthew Gilbert
Address: 32 Wynwood Drive
Telephone No. (Home): 860-741-8763 (Work): 413-326-1513
Occupation: Sales E-Mail: gibb76@gmail.com
Registered Voter: ☒ Yes ☐ No Party Affiliation: Republican

Board, Commission or Agency Interested in: Housing Authority

☒ New Appointment ☐ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

I have worked with multi-family and public housing for over 6 years. I have attended industry event twice a year for 6 years.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☐ Yes ☒ No

If so, please state name of Board, Commission or Agency and time server:

If this is a reappointment, please list the number of meetings attended during the last 12 months:

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☐ Yes ☒ No

Leadership 4/16

Town of Enfield**Application for Vacancy on Boards, Agencies & Commissions**

Date: 04/03/2014
Name: Teri Anderson
Address: 1 Spier Ave
Telephone No. (Home): 857-526-2994 (Work):
Occupation: Operations Manager E-Mail: enfieldtap@gmail.com
Registered Voter: ☒ Yes ☐ No Party Affiliation: Unaffiliated

Board, Commission or Agency Interested in: Enfield Revitalization Strategy Committee

☒ New Appointment ☐ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

I have acquired well over a decade of experience in Business Operations, Project Management (Six Sigma Certified) modeling, communications, strategy and planning. I have personally been responsible for >5Mill budgets and I understand the implications and necessities of thinking globally when approaching recommendations and execution of extended reach projects. I also understand and can articulate economic as well as environmental impacts pertaining to project implementation.

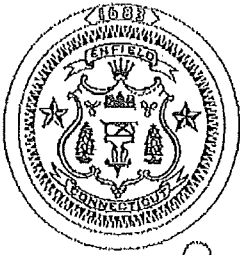
Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☐ Yes ☒ No

If so, please state name of Board, Commission or Agency and time server:

If this is a reappointment, please list the number of meetings attended during the last 12 months:

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☒ Yes ☐ No

leadership 4/16



TOWN OF ENFIELD

APPLICATION FOR VACANCY ON AGENCIES, BOARDS & COMMISSIONS

Name RICHARD G. OWELLETTE Date 4/13/14
Address 47 SNAKER RD. ENFIELD, CT. 06082
Telephone (Home) 860 741-0513 (Work) 860 543-9106
Email Address ROUELLE351@AOL.COM Occupation REAL ESTATE BROKER
Registered Voter ☒ (Yes) ☐ (No) Party Affiliation DEMOCRAT
Agency, Board, or Commission Interested In: BOARD OF TAX REVIEW

New Appointment ☒ Reappointment ☐

If this is a reappointment, please list the number of meetings attended during the last 12 months. _____

Please outline your qualifications and how you feel you would contribute to the Agency, Board or

Commission. LIVED IN ENFIELD 59 YEARS, VERY FAMILIAR

WITH PROPERTY VALUES. I WAS A LICENSE APPRAISER FOR AROUND

20 YEARS. ALSO VERY FAMILIAR WITH ENFIELD'S GROWTH, AND

PRESENT STATUS. SERVED 5 TERMS ON ENFIELD TOWN COUNCIL, ALSO

SERVED ON SEVERAL LOCAL AND STATE GOVT. COMMITTEES

Have you ever served on an Agency, Board or Commission in Enfield or elsewhere? ☒ YES

If yes, please state the name of the Agency, Board or Commission and the time served. SEE ABOVE

If the Agency, Board or Commission which you requested has no more vacancies, would you consider
appointment to another? POSSIBLY

PLEASE MAIL TO:

TOWN MANAGER'S OFFICE
TOWN OF ENFIELD
820 ENFIELD STREET
ENFIELD CT 06082

OR FAX to 253-6310

THANK YOU FOR YOUR
INTEREST IN THE
TOWN OF ENFIELD

Town of Enfield**Application for Vacancy on Boards, Agencies & Commissions**

Date: 08/26/2013
Name: Mickey Scalzo
Address: 6219 Bigelow Commons
Telephone No. (Home): 3054346379 (Work): 8602653940
Occupation: business owner E-Mail: mickeyscalzo@gmail.com
Registered Voter: ☒ Yes ☐ No Party Affiliation: Republican

Board, Commission or Agency Interested in: Enfield Revitalization Strategy Committee

☒ New Appointment ☐ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

I am re-submitting my application because of an address change. I am a local business owner, and citizen of Enfield. I have lived in Enfield for nearly 30 years, on and off. I am up to date on local agendas, happenings, and am constantly striving to learn what people want in regards to future change for our town. I believe I am able to make decisions based on the best outcome in most any situation, and am able to speak about the decisions in debate. I am looking to help Enfield grow from within and help it's citizens become more aware of situations that affect their lives presently and in the future.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☐ Yes ☒ No

If so, please state name of Board, Commission or Agency and time server:

If this is a reappointment, please list the number of meetings attended during the last 12 months:

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☒ Yes ☐ No